



**SEMINOLE COUNTY
PLANNING & DEVELOPMENT DIVISION**

1101 EAST FIRST STREET, ROOM 2028
SANFORD, FLORIDA 32771
PHONE: (407) 665-7441 FAX: (407) 665-7385
<http://www.seminolecountyfl.gov/gm/devrev/index.aspx>

PROJECT #: _____

APPLICATION FOR RURAL SUBDIVISION

APPLICANT

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

CONSULTANT

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

OWNER

IS OWNER'S AUTHORIZATION FORM ATTACHED? YES NO

NAME(S):		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

SUBDIVISION

PARCEL ID #(S):		
PROJECT NAME:		
DESCRIPTION OF PROJECT:		
LOCATION:		
NUMBER OF LOTS:	TOTAL ACREAGE:	
ZONING:	FUTURE LAND USE:	BCC DISTRICT:

UTILITIES

WATER PROVIDER:	SEWER PROVIDER:
IS PROPERTY SERVED BY WELL? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IS PROPERTY SERVED BY SEPTIC? YES <input type="checkbox"/> NO <input type="checkbox"/>	FEE ATTACHED: YES <input type="checkbox"/> NO <input type="checkbox"/>

ARBOR

ARE ANY TREES BEING REMOVED?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
ARBOR PERMIT APPLICATION ATTACHED:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
FEE ATTACHED:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

APPLICATION FEE (SELECT ONE)

<input type="checkbox"/> PRELIMINARY PLAN	\$1,500.00 + \$15.00 PER LOT (\$3,500.00 MAX. FEE)
<input type="checkbox"/> SITE PLAN (5 lots or fewer)	\$500.00
<input type="checkbox"/> FINAL ENGINEERING PLAN (for more than 5 lots)	\$4,000.00 + \$25.00 PER LOT (\$6,500.00 MAX. FEE)
<input type="checkbox"/> FINAL PLAT	\$500.00

RESUBMITTAL FEE for Final Engineering

MAJOR (REQUIRES REVIEW BY 3 OR MORE DRC MEMEBERS)	50% OF ORIGINAL APPLICATION FEE
MINOR (REQUIRES REVIEW BY 2 OR FEWER DRC MEMBERS)	25% OF ORIGINAL APPLICATION FEE

CONCURRENCY REVIEW MANAGEMENT SYSTEM (SELECT ONE)

<input type="checkbox"/> I elect to defer the Concurrency Review determination for the above listed property until a point as late as Final Engineering submittal. (Minor Plat and Final Engineering require Concurrency Test Review). I further specifically acknowledge that any proposed development on the subject property will be required to undergo Concurrency Review and meet all Concurrency requirements in the future.
<input type="checkbox"/> I hereby declare and assert that the aforementioned proposal and property described are covered by a valid previously issues and unexpired Certificate of Vesting or prior Concurrency determination as identified below: (Please attach a copy of the Certificate of Vesting or Prior Test/Concurrency Notice.) Vesting Certificate/Test Notice Number: _____ Date Issued: _____
<input type="checkbox"/> Concurrency Application and appropriate fee are attached. I wish to encumber capacity at an early point in the development process and understand that only upon approval of the Development Order and full payment of applicable facility reservation fees is a Certificate of Concurrency issues and entered into the Concurrency Management Monitoring System.

I understand that the application for subdivision plan review must include all required submittals as specified in Chapter 35, Part 4, of the Seminole County Land Development Code. Submission of incomplete plans may create delays in review and plan approval. The initial review fee provides for the initial review and two plan resubmittals. Any additional resubmittals will require additional fees.

Applicant's Signature: _____ Date: _____

Subdividing on a Private Road Easement

Rules:

Must be within the East Rural Area

Must plat

Must meet the zoning (no rezoning or LUA or variances to create the required lot size allowed)

Must have a reciprocal easement for ingress/egress

Must have public utilities in place: well and septic are acceptable

Private Road Easement must be a minimum of 20 feet wide* with 20 foot clear zone and adequate drainage:

6-20 lots must have a stabilized surface of a minimum of 16 feet wide

5 lots or less must have a stabilized surface of a minimum of 14 feet wide

No dirt roads

May use stone or crushed shell if less than 20 lots and if approved by the Development Review Engineering Manager

Process and Review Steps:

1. Submit Existing Private Road Easement Document for review

Lot Research Request Application:

Alternate: This research could also be reviewed with the PSP application if this is their chosen first step.

Applicant must provide a sketch of the ingress egress easement document(s) depicting access from the subject property to the public road. The easement must also be depicted as part of both the boundary survey and the plat.

The title opinion must address this easement specifically stating that it is a continuous corridor from the public road, that the subject property has an interest in the easement, and that there are no defects in the title to the easement.

NOTE: County Attorney must approve that the existing easement's wording is such that allows additional subdividing of properties that are a party to the easement.

2. Preliminary Subdivision Plan (PSP)

Technical hearing item that goes before the Planning & Zoning Board

3. Small Site Plan (5 Lots or Fewer)

Review engineering of access easement

Where road improvements are required to be made, the improvements must be completed in compliance with engineering plans and must pass final inspection prior to the plat being approved by the Board of County Commissioners.

4. Final Engineering (For 6 – 20 Lots)

Review of engineering for access easement

Where improvements are required to be made, the improvements must be completed in compliance with engineering plans and must pass final inspection prior to the plat being approved by the Board of County Commissioners.

5. Plat NOTE: ***Applicant should check with a surveyor for cost estimate of this process.***

Approved as a consent item by the Board of County Commissioners

***NOTE: A larger easement may be required based on the number of trips.**

Please note that a parcel of land which does not front on a public right-of-way may be permitted to be subdivided via the platting process so long as the private roadway is not overburdened. Seminole County shall not be responsible for determining whether an easement is overburdened; this is a private matter between the beneficiaries of the easement agreement.